PASSMORE'S
SHORT-HAND IN A DAY.

By the Author of A Compendium of Evangelical Theology.

Price Sixpence.

TEACHER.

REVISED EDITION.

LONDON: Elliot Stock.

NEW YORK: Messrs. Amon D. F. Randolph & Co.

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INTRODUCTION.

EVERY person should learn to write by this short method, because few things can be acquired with such little expenditure of time that will answer such important ends in daily life; for only a few days will be required to become sufficiently acquainted with it to enable one to make notes. In a month, giving an hour each day, one may anticipate a saving of time in ordinary composition. By careful attention for three months, following some reader or lecturer every day, to write a hundred words in a minute, and so on, until as fast as one can speak, which is almost six times faster than is possible to a *swift* long-hand writer. This system being based upon the Phonetic principle of writing signs as representatives of sounds, the first requirement is to realize the sounds, and then to set down signs which shall again suggest the same sounds. If the signs are correctly written there will be no difficulty in reading after any length of time. The consonant signs being attached to the letters of the alphabet, which may be considered as heard in words to be represented, may be learnt with very little trouble. The vowel-sounds a, a, e, au, o, oo, i, oi, ou, and u are represented in the simplest manner possible, and those vowels not represented may be understood to be very weak, and so not represented. The consonants are either thick or thin at pleasure, the length and direction determining their value. The great value of the system is to be tested by the simplicity of the consonant signs. Were these not so simple many more contractions would be necessary, and these are seldom of value in reading. The exact position is not relied on for the meaning; this must be determined by the vowels when necessary. More care in this respect must be taken, when other than the writer is to be the reader. Except when reporting a rapid speaker make few contractions, and then only such as shall be clear from the context. For composition which you wish to read freely, do not let the meaning of any word rest upon the part of the sentence occurring after it. Reporting valuable speeches the object is to write as fast as you possibly can, and so long as it can be read and transcribed for the press immediately after, in which time one could scarcely forget any word which he had written, is all that is required, as within a few hours he may have the thing in printed form for a penny; but for writing speeches or sermons, which one wants to read fluently, write correctly, and make no contractions which shall depend upon anything coming after them. There are many systems which have failed for reporting purposes, because the signs have been anything but simple, and utterly failed for composition intended for public reading, by the immense succession of difficulties which present themselves in the positions, thicknesses, and purposes. One should contract according to his own ability to remember, for it does not follow that what is of great value to one will be to another. All these characters can be made with a pencil equally as with a pen. Whereas it is not possible with a thick point to the pencil to make a fine stroke, nor with a fine point to make a thick stroke. The punctuation is the same as in long-hand. The preference has been given to those characters which are horizontal or more easily formed, according as they occur more frequently, and this has been partly determined by the best arranged "cases" used by the printers of the present day, which will be seen to result in an easy hand, and such as will admit of *phraseography* to any reasonable extent. The very power of writing depends upon the readiness with which the signs arise in the mind on the catching of the sound, and the practice of the hand.

Mr. Pitman's system is the most complete ever published. Having written it ten years, I can yet commend my own to all, even those who have failed to acquire his, in the hope of rendering service to clergymen, ministers, authors, public men and corresponding clerks, as the characters and vowel arrangements are simpler, fewer and not less adequate than any other. I shall always be glad to receive suggestions.

First read all that is possible. I shall constantly prepare readings in it as fast as I find demand. St. John's Gospel will be ready in a few weeks

Orders should be sent early to the Author, addressed to Croydon, or to the Publisher. Standing orders may also be sent for whatever may appear from time to time (to the Author only), and either the amount or the thing itself to be returned immediately.

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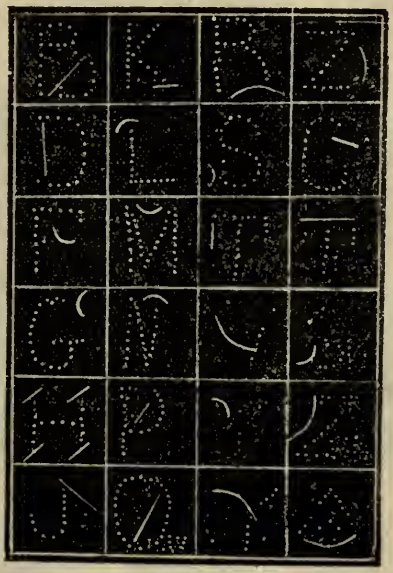
TEACHER.



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CONSONANTS.

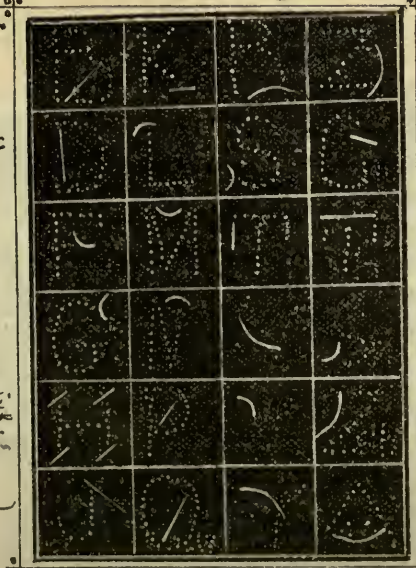
'G' sound is always hard as in gat, gate, geer, never for 'j' sound of g soft, as in giant, nor for 'ng' nor 'gn'; only use 'h' as heard, and it may not be necessary to write it in the middle of a word unless for a vowel's position; 'k' as in Kate, cat, there is no 'c' soft, as in city, this being shown by 's'; 'q' is always followed by 'u' and with it sounded 'kw' Our Queen quietly questioned the quorum acquitting the choir: 'y' as in yacht, yew, yea; 'ch' as in church, chapel; 'th' at the beginning of a word is somewhat heavier than when preceded by a vowel, as is the case with some other signs, so that two cannot be reqired and certainly can be more serviceably used: 'sh' in shall, ash, wish; 'zsh' as in azure, leisure, treasure, measure, pleasure; the last sign represents 'ng' there will be no difficulty in remembering this if you observe two little boys in the swinging boat singing 'swing swang,' and the ng's in this sentence. Write at first with care and precision or you will suffer disappointment.

All the signs except - ch & p can be written two ways.

Run over this page until you are familiar with each sign. Run through the letters till the signs are familiar to you by frequently channel see.

This matter go on to the next two pages.

PRINCIPAL CHARACTERS.



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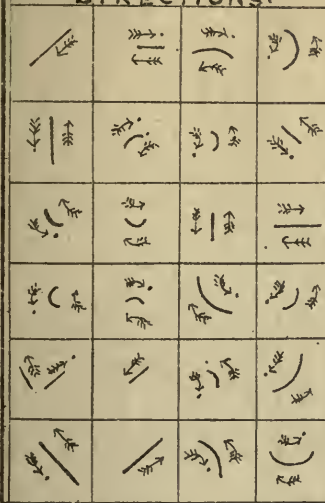
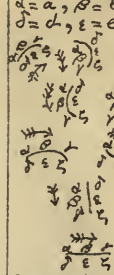
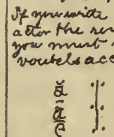
DIRECTIONS.



The dot indicates the letter way, but both are admissible. The list of combinations should be studied with the above table. For reporting write which ever can be written quicker; but when writing for general reading use only those that are distinct, except to save destroying vowels, for, or when it is necessary to insert vowels, which can be better inserted when this is so.



If you write the character the reverse way you must insert the vowels accordingly.



Write

ă ādd		ăŭ fălł	
ā āte		ō pōle	
ē ēve		ŏŏ pŏŏr	
ĭ tĭle		ĭ	buy
ĭ ĭll		ĭ	boy
ŏw ŏwl		ŏw	now
you ŭ		ew.	

The above twelve dots six dashes, and little shoe ĭ, equalling ŭ give you all the vowel signs you will need. Remember you write according to sound not the ordinary spelling. Do not write much at first, read over and over again the whole of this little book and then when you can make the signs correctly one by one; write out all phrases, and then the portions of Scripture, till you can see no need for improvement then write as fast as you can, the reading is quite

SIMPLE WORDS.

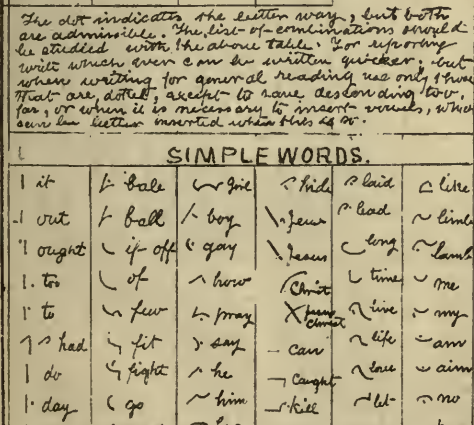


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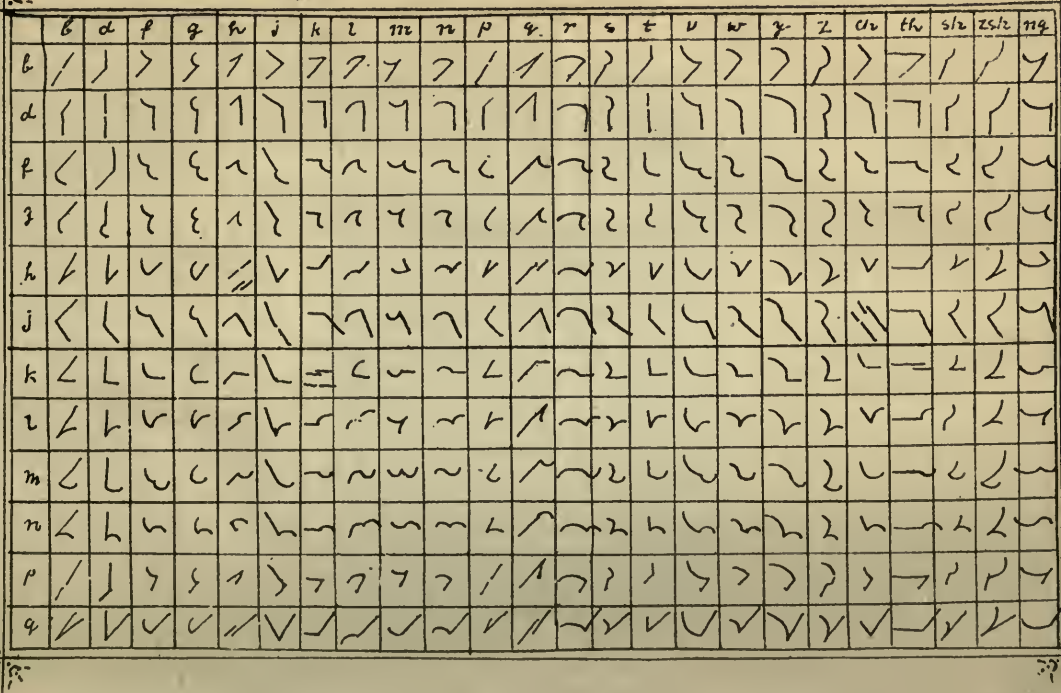
Table showing how the signs are combined to form words

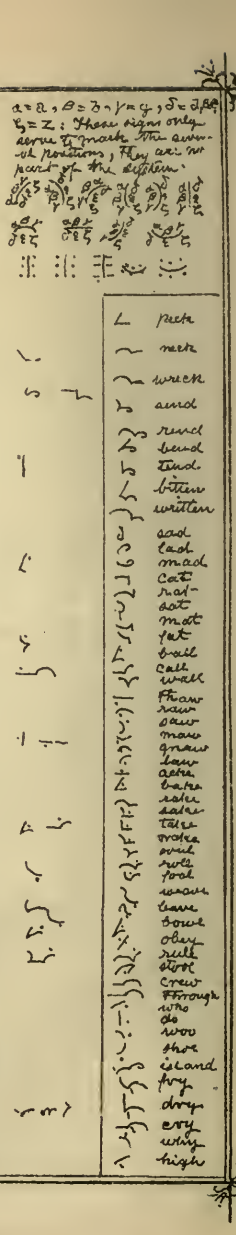


Combinations · Continued.

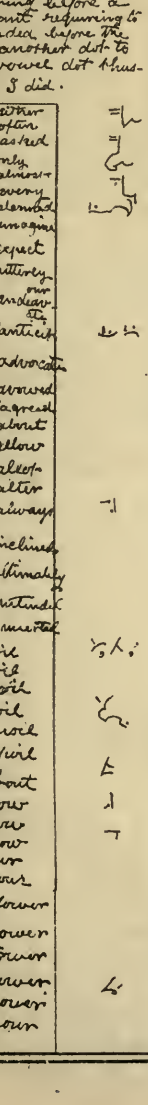
	b	d	f	g	h	j	k	l	m	n	p	q	r	s	t	v	w	y	z	ch	th	sh	zsh	ng
r																								
s																								
t																								
v																								
w																								
y																								
z																								
ch																								
th																								
sh																								
zsh																								
ng																								

VOWELS:

In representing vowel sounds, make an effort to place the signs in their proper positions, although with practice in a very short time you will not require many. I have supplied nine, ă ā ē ăw ō ŏŏ, ī ŏĭ ŏw. The vowel sounds less audible than these as ĕ in chĕck, ĕ in lĕnd ĭ in kĭtten may always be supposed as coming between the consonants when no vowel sound is indicated. To show ă as in ăddl, place the dot before the consonant in the position at the sign α, but quite close to the stroke; ă as in băt, sounded after the consonant must be represented by a close dot at the opposite side marked δ; another short ă sound as in fălll and ăŭthor, is represented by a dot at a longer distance from the stroke at position α sounded first, at δ sounded next; ā as in āte and cāke, shown by a close dot at β when read first and at ε when read next; ō as in pōle and cōal, shown by a more distant dot at β sounded first and at ε sounded next; ē as in ēve and grīēve by a close dot at γ read first, and at ζ next; ŏŏ as in pŏŏl schŏŏl by a distant dot at γ, read first and at ζ next; The other three are represented by a little dash placed at right angles to the stroke, but must not touch it, as - at α means that the word begins with the pure ī as in īsle, or that the pronoun I precedes the



When any other vowel occurring before a consonant requiring to be rounded before the I put another dot to that vowel dot thus- Oh I did.



word and when I is followed by a word commencing with the pure ī as I eyed him, two little dashes close to each other will indicate the occurrence of two ī's, thus d with two dashes at α, will equal ī īd, for the simple ī equals eye sound; and any word beginning with ă or ăŭ sound preceded by I as in I ădmit, I ăŭthorize, a close dot in the first instance and a distant one for the second; in the occurrence of a vowel sound at β as in I āĭm or I ōwn, the dash must occur at α and be read first, the close dot at β above m will then read ām, thus the two words, I aim, are written; and a distant dot at β above n with a dash at α will read I ōn, thus I own, is written; ē sound at γ preceded by I as in ēăt, reads I ēt, the dash before t at α with the close dot at γ represent I eat; then two more occur namely ŏĭ and ŏw, the ŏĭ as in ŏĭl and bŏy, the ŏĭ is shown by a dash at β when the sound is before the consonant as in ŏĭl, and by a dash at ϵ when after the consonant as in bŏĭl; ŏw as in ŏŭt by a dash at γ and after the stroke at ζ as in cŏw. The above is a long array but it is only to check the beginner in making mistakes from the very outset that the same thing has been restated again and again. When two strokes form an angle as between b and n in bound, the dash at ζ or α may be confounded, therefore place it at γ above n.

Each vowel has two places with each consonant.

	ă	ā	ĭ	ĕ	ā	ē	ăv	ō	ŏv	ăv	ō	ŏv	ĭ	ŏi	ŭw	ĭ	ŏi	ŭw
b																		
d																		
f																		
g																		
l																		
j																		
k																		
l																		
m																		
n																		
p																		
s																		

Common phrases.

and the letter it is the letter we take it

and of the read we know very well what to think.

and to the people who were prepared for such rumors.

and this he said was the cause of.

and there are some to be

and those who knew him best

as it is not so few can be wrong.

as far as we see it will take place on

so as to be able to carry it out.

A better understanding of these characters will help you to open — letter.

Continued on the next page

notwithstanding the difficulties at first. Continue until none are known.

Vowel positions completed.

	ă	ā	ē	ĭ	ī	ē	āŭ	ō	ŏŏ	ŭŭ	ō	ŏŏ	ĭ	ȳĭ	ŏw	ē	ŏĭ	ŏw
s																		
t																		
v																		
w																		
y																		
z																		
ch																		
th																		
sh																		
zh																		
ng																		

Common phrases

It is a beautiful sight.

It is more than likely.

It is considered necessary that you should.

There is little doubt.

There is no fear of that.

There can be no difficulty in the matter.

There is need of very great care in the matter.

There never was anything of the.

Few (people) are prepared for that.

Every day there is something of the sort.

When we consider how much.

DALLAS, 1869

POSITIVES.

Those that are old enough and wish to report easily will find considerable facility in using i. ii. iv. and v. of Positives

i. shows how to write, first d after any stroke. especially after d or t, second t after any stroke. [mind only at the latter part]

ii. first 'com' crooks, second 'con.' [only at the beginning of a stroke although to any stroke of any word]

iii. first, written up. 'st, 'down 'nt,' written through any stroke, up it means 'ess,'down it means 'ssess.'

iv. means 'mnt.'

v. a little dash through from α to δ means, 'and the,' β to ϵ, 'and of the,' γ to ζ, 'and to the.' [read first]

vi. at α or δ means, 'and this,' at β or ϵ, 'and these,' at γ or ζ, 'and those,' read before or after as written.

vii. only before the first or after the last stroke, a little detached circle at α or δ. 'as it is not so,' β or ϵ. 'as far as,' at γ, ζ, 'so as to be.'

viii. means shn, dotted.meansshns.

ix. a little circle attached as a consonant or written an eighth of an inch off means str, dotted, strs.

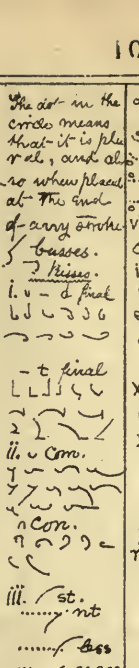
x. means nce, dotted nces, as in consequence and consequences pretence and pretences, evidence and evidences.

xi. attached to any word means standing, nx not withstanding, rx understanding, bx better understanding, msx misunderstanding.

xii.attached as x is shown means ernment as dss discernment, gs government.

xiii. alone or as x means thr, so that fv father, mv mother, brv brother, nv neither, v either, their, there, other.

xiv. in a similar way means self, as hx himself, mx myself, hrx herself, nash unself his



On pages 9 and 10, phrases are given in which the above are used, but they need not trouble one who has little time to study, or little need to attend to what will more particularly interest one aiming to Report. These I have called positives, because they always mean the same in writing which they do here. The little columns of words put in to fill up what would lie otherwise spaces, may prove suggestive

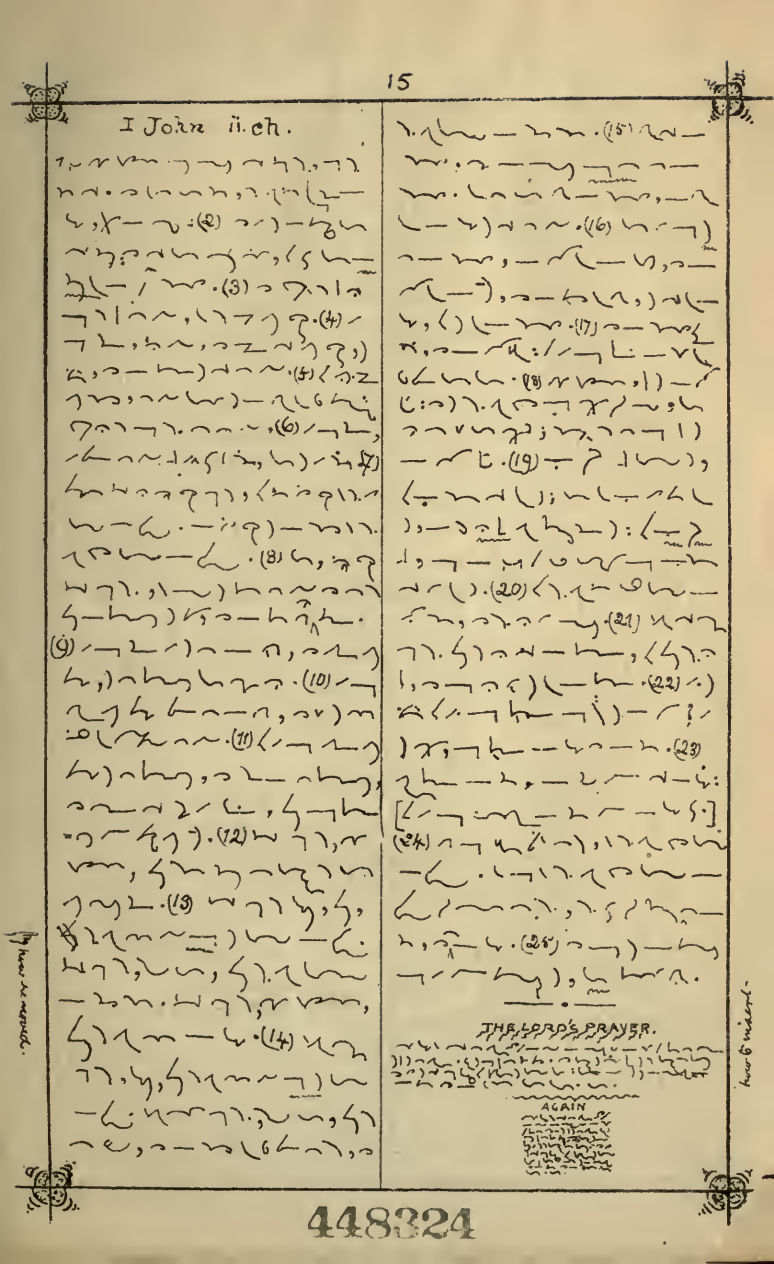
Com	Prefix	Com	Prefix	Com	Prefix	Con
	Combat		Comment		Compil	
	Combatable		Commentator		Compound	
	Combatant		Commerce		Compensate	
	Combater		Commercial		Compensation	
	Combativeness		Commercially		Compete	
	Combination		Commination		Competition	
	Combine		Commeseration		Compile	
	Combiner		Commission		Complain	
	Combustible		Commissary		Complaint	
	Combustibleness		Commissioner		Compliment	
	Combustibility		Commit		Complement	
	Combustion		Commitment		Complete	
	Combustive		Committal		Complex	
	Come		Committee		Compliance	
	Comedian		Commistive		Complication	
	Comedy		Commodious		Comply	
	Comet		Commodity		Compose	
	Comely		Common		Composite	
	Comfier		Commonality		Composition	
	Comfit		Commonly		Compositor	
	Comfort		Commonplace		Composure	
	Comfortable		Commonwealth		Compound	
	Comfortableness		Commotion		Comprehend	
	Comfortless		Commune		Comprehension	
	Comfortlessness		Communicability		Comprehensive	
	Comfortably		Communicate		Compress	
	Comforter		Communication		Comprise	
	Comic		Communion		Compromise	
	Comical		Communism		Compulsion	
	Command		Communist		Compunction	
	Commandment		Community		Computation	
	Commemorate		Compact		Compute	
	Commemoration		Compactness		Comrade	
	Commemorative		Compactness	Con-	—·—·—	
	Commencement		Companion		Concave	
	Command		Companionless		Conceal	
	Commendatory		Companionship		Concede	
	Commendation		Company		Conceit	
	Commentary		Comparatment		Conceivable	
	Commensurable		Compass		Conceive	
	Commensurate		Compassion		Concentration	
	Commensuration		Compatible		Conception	

Con	Prefix	Con	Prefix	Con	Prefix
	Concern		Confound		Console
	Concernment		Confront		Consoler
	Concert		Confuse		Consolidate
	Concussion		Confusion		Consolidated
	Concession		Confute		Consolidation
	Concise		Confuter		Consolidf
	Conclave		Congeal		Consols
	Conclude		Congenial		Consonance
	Conclusion		Conglomeration		Consonant
	Conclusive		Congregate		Consonantly
	Concourse		Congregation		Consort
	Concrete		Congress		Conspectus
	Concur		Congruity		Conspicuous
	Concurrence		Congruous		Conspicuously
	Condemn		Conical		Conspiciousness
	Condemnation		Conjecture		Conspiracy
	Condense		Conjure		Conspirator
	Condenser		Connect		Conspire
	Condescend		Conscience		Constable
	Condescension		Consecration		Constancy
	Condign		Consecutive		Constant
	Condiment		Consent		Constantly
	Condition		Consequence		Constellation
	Conditional		Consequent		Consternation
	Condole		Consequently		Constituency
	Condolence		Conservative		Constituent
	Condoller		Conservatory		Constitute
	Conductor		Concession		Constitution
	Confect		Concessor		Constitutionally
	Confectionary		Consider		Constitutional
	Confederate		Considerable		Constrain
	Confer		Considerably		Constraint
	Conference		Considerate		Construct
	Confess		Considerately		Constrict
	Confession		Consideration		Constructer
	Confide		Consign		Construction
	Confidence		Consignment		Constructive
	Confer		Consist		Construe
	Confirm		Consistency		Consubstantial
	Confirmation		Consistent		Consubstantiate
	Conflict		Consistory		Consubstantiation
	Conformable		Consolable		Consul
			Consolation		
			Consolatory		

Con-	Prefix	Con	Prefix	Con	Prefix
	Consulage		Contentment		Contributary
	Consular		Content		Contribute
	Consulate		Contest		Contribution
	Consulship		Contest		Contributing
	Consult		Contiguity		Contributor
	Consultation		Contiguous		Contributory
	Consulting		Continence		Contrite
	Consummate		Continent		Contrition
	Consume		Continental		Contrivance
	Consumer		Contingence		Contrive
	Consummate		Contingency		Controver
	Consummation		Contingent		Control
	Consumption		Continently		Controllable
	Consumptive		Continual		Controller
	Consumptiveness		Continually		Controllership
	Contact		Continuante		Controversial
	Contagion		Continuation		Controversialist
	Contagious		Continue		Controversy
	Contain		Continued		Controvertible
	Containable		Continuity		Contumacious
	Containable		Continuous		Contusion
	Contaminate		Continuously		Conundrum
	Contamination		Contortion		Convalescence
	Contankerous		Contorted		Convalescent
	Contemn		Contraband		Convection
	Contemplative		Contract		Convene
	Contemplate		Contracted		Convenience
	Contemplation		Contractedly		Convenient
	Contemplatively		Contraction		Conveniently
	Contemporaneous		Contractor		Convent
	Contemporaneously		Contradict		Convener
	Contemporary		Contradiction		Conventicle
	Contempt		Contradictory		Convention
	Contemptible		Contradistinction		Conventionally
	Contend		Contralto		Conventional
	Content		Contraries		Conventionalist
	Contented		Contrariety		Converge
	Contentedly		Contrariwise		Converging
	Contentedness		Contrary		Conversable
	Contention		Contrast		Conversant
	Contentious		Contravene		Conversation
	Contentiously		Contributable		Conversational

con	Prefix	various	Phrases.	words	Words.
	Conversationa		Prime seem to think.		benefactor
	Conversazioni		That is so.		afterwards
	Converse		he does not understand.		affectionate
	Conversion				dismay
	Convert		do you think so		propriety
	Convertibility		there are many opinions.		devastation
	Convertible				arrangement
	Convex		it is less than likely.		belonging
	Convexity		it is more than likely.		attainment
	Convoy		so it is.		afternoon
	Conveyance		is it so.		excuse
	Conveyancing		is it very likely		special
	Conveyer				institution
	Convict		many think so		heavenly
	Conviction				attach
	Convince		generally speaking.		unequally
	Convincible		What we want		occasionally
	Convincingly		What you want.		specially
	Convivial		very few		answer
	Conviviality		very many		morning
	Convocate				evening
	Convocation		very often		Monday
	Convocational		I said so		Tuesday
	Convoke		I said so to him		Wednesday
	Convoy		Can you find time.		Thursday
	Convulse		very few believe this.		Friday
	Convulsion				Saturday
	Convulsive		there are many who do not.		Sunday
	Convulsively		What can be done.		January
	Able		If we could only		February
	able to go.		it is spoken of		March
	able to be.		do one.		April
	able to find.		there is little doubt of that.		May
	able to look.		it is very well		June
	able to see.		but do you not think.		July
	most likely.		after all there seems.		August
	very well.		they do not take any trouble.		September
	now and then.		very soon.		October
	sometimes you will find.				November
	looking at it.				December
					Our Lord Jesus Christ

I John ii. ch.



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THE

SECOND EPISTLE OF THE HOLY APOSTLE

JOHN.

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PSALM

XXIII.

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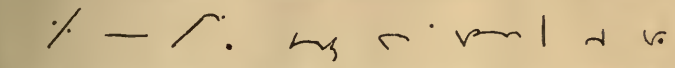
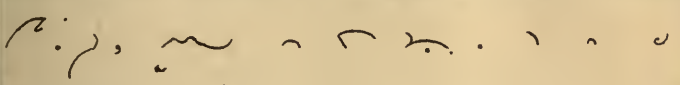
THE LORD'S PRAYER.

Obey the Queen. Perhaps her children do not follow



every Government. Generally countrymen think Londoners

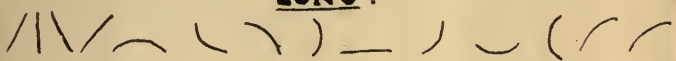
stupid. Saint, hymning in her sorrows. Why you should



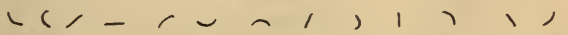
treasure.

All the signs used in the System.

LONG.



SHORT.



VOWELS.

POSITIVES.

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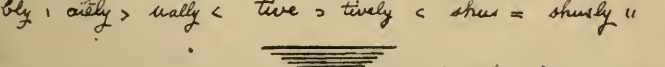

A Compendium of Evangelical Theology

GIVEN IN THE

WORDS OF HOLY SCRIPTURE.

BY THE REV. WILLIAM PASSMORE.

London: Longmans, Green & Co. 12s. 6d.

New York: Amon D. Randolph. Three-and-half dollars.

The "OUTLINES OF THEOLOGY," upon which this Compendium is based, and to which it is adapted to serve as a *Companion*, is by ARCHIBALD ALEXANDER HODGE, D.D., son of the celebrated Dr. HODGE, and Professor of Didactic and Pastoral Theology in the Western Theological Seminary, Alleghany.

To state that Dr. HODGE'S "OUTLINES" is used as a Text-book in several Theological Colleges in England, will be sufficient to commend the *character* of the work; and the following list of chapters will indicate its *scope*, embracing, as it does, the principal subjects in Theology;—

I. BEING OF GOD.
II. THEOLOGY: ITS SOURCES.
III. EVIDENCES OF CHRISTIANITY.
IV. INSPIRATION.
V. THE SCRIPTURES OF THE OLD AND NEW TESTAMENTS: THE ONLY RULE OF FAITH, AND JUDGE OF CONTROVERSIES.
VI. THE CANON OF SCRIPTURE.
VII. THE ATTRIBUTES OF GOD.
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IX. THE DOCTRINE OF THE DIVINE DECREES IN GENERAL.
X. PERDESTINATION.
XI. THE CREATION OF THE WORLD.
XII. THE DOCTRINE OF ANGELS.
XIII. PROVIDENCE.
XIV. THE ORIGINAL STATE OF MAN.
XV. THE COVENANT OF WORKS.
XVI. SIN: ITS NATURE; ADAM'S SIN, AND THE CONSEQUENCES THEREOF TO HIS POSTERITY.
XVII. ORIGINAL SIN.
XVIII. THE DOCTRINE OF FREE AGENCY, AND OF HUMAN INABILITY.
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XX. THE PERSON OF CHRIST.
XXI. THE MEDIATORIAL OFFICE OF CHRIST.
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XXIII. THE INTERCESSION OF CHRIST.
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XXXII. SANCTIFICATION.
XXXIII. PERSEVERANCE OF THE SAINTS.
XXXIV. DEATH, AND THE STATE OF THE SOUL AFTER DEATH.
XXXV. THE RESURRECTION.
XXXVI. THE SECOND ADVENT AND GENERAL JUDGMENT.
XXXVII. HEAVEN, AND THE DOCTRINE OF ETERNAL PUNISHMENTS.
XXXVIII. THE SACRAMENTS.
XXXIX. BAPTISM: ITS NATURE AND DESIGN, MODE, SUBJECTS, EFFICACY, AND NECESSITY.
XL. THE LORD'S SUPPER.

The chapters contain in some cases fifty or sixty questions. The more vital questions are unquestionably those which have received Scripture proof or refutation; but which, from want of time or patience to turn up the numerous passages, are often imperfectly studied or altogether neglected. Possibly, no System of Theology contains more reference to Scripture in proof of its assertions and statements, or makes references with more positive accuracy and conclusiveness than Dr. HODGE'S "OUTLINES;"

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